

INSTRUCTIONS:

1. List three (3) references where the same or similar scope of Services was provided within the last five (5) years in order to meet the Minimum Mandatory Qualifications stated in this solicitation.
2. When Proposer includes Workforce Development, Aging and Community Services (“WDACS”) on this form, Proposer shall not use WDACS’ Contracts Management Division staff as the contact person. Proposer shall use the Contract Compliance Division Contact Person as follows:
 - a. Name of Organization: Enter the following information: Workforce Development, Aging and Community Services
 - b. Address of Organization: 3175 West Sixth Street, Los Angeles, CA 90020
 - c. Contact Person’s Name: Contract Compliance Division
 - d. Telephone No.: Please do not enter any information in this field.
 - e. E-mail Address: Please do not enter any information in this field.
 - f. Contract Name and Number: Enter the name/title of the contract and the contract number.
 - g. Contract Term: Enter the term (period of performance) for the contract (e.g., 07/01/2012 – 06/30/2013).
 - h. Type of Service: Enter the type of service(s) or deliverable(s) provided under the contract (i.e., statement of work).
 - i. Contract Amount: Enter the total amount of the contract (i.e., contract award amount). If the contract is/was for a multi-year term, enter the total amount awarded for the multi-year term (even if the amount is an estimate). For example, if the contract is for a 3-year term and the funding amount is \$100,000 per year then the Contract Amount will be \$300,000 (calculated by multiplying 3 [years] x \$100,000).
3. Provide a response to all of the requested information for each contract as follows (i.e., do not leave any item blank):
 - a. Name of Organization: Enter the name of the organization that is the party to contract/agreement.
 - b. Address of Organization: Enter the street name/number, city, state and zip code of the organization’s primary office location.
 - c. Contact Person’s Name: Enter the name of the contact person who oversees the contract.
 - d. Telephone No.: Enter the contact person’s direct telephone number (including the area code and any extension).

- e. E-mail Address: Enter the contact person's e-mail address.
 - f. Contract Name and Number: Enter the name/title of the contract and the contract number.
 - g. Contract Term: Enter the term (period of performance) for the contract (e.g., 07/01/2012 – 06/30/2013).
 - h. Type of Service: Enter the type of service(s) or deliverable(s) provided under the contract (i.e., statement of work).
 - i. Contract Amount: Enter the total amount of the contract (i.e., contract award amount). If the contract is/was for a multi-year term, enter the total amount awarded for the multi-year term (even if the amount is an estimate). For example, if the contract is for a 3-year term and the funding amount is \$100,000 per year then the Contract Amount will be \$300,000 (calculated by multiplying 3 [years] x \$100,000).
- 4. If you need additional space to respond to any of the requested information, use additional sheets as necessary. When using an additional sheet(s), include the Name of Organization and the item description (e.g., Contract Name and Number, Type of Service, etc.).
 - 5. Use the “up (↑)” and “down (↓)” arrows rather than the “Tab (Tab↹)” key on your keyboard to move from field to field on this form.
 - 6. This form has been protected to prevent changes to specific fields. Proposer shall provide information in the fields which are not protected. Please do not attempt to circumvent the protection that has been enabled in this form. County will take appropriate remedies against Proposer when County discovers any such attempts to alter this form in any manner. Such remedies may include (but are not limited to) Proposer's disqualification from the solicitation process.
 - 7. All information provided herein is subject to verification by County. Any mis-stated information or information that cannot be verified may subject the proposal to any action(s) noted in the solicitation document.